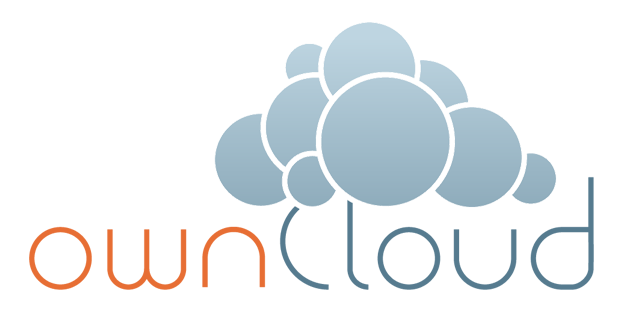
Using OwnCloud with iWork on iPad



OwnCloud is a WebDAV (Web-based Distributed Authoring and Versioning) server, which is a method that allows you to edit and manage files stored on remote servers. By linking to a WebDAV location from your iWork for iOS app, you can easily copy documents to and from a remote server or web service.

There are many services that provide support for WebDAV servers. One that the district is using through the CCIU is called OwnCloud. The server address for OwnCloud is provided below:

Server address: <https://oxasd-cloud.cciu.org>

Username: your network username

Password: your network password

**How to transfer iWork for iOS documents using a WebDAV server**

If you have access to a WebDAV server, you can transfer your iWork for iOS documents from your iOS device by copying them to and from a WebDAV server.

**Link to a WebDAV server in your iWork for iOS app:**

1. With your document open, in the toolbar tap the **Tools** icon.
2. From the list of options, tap **Share and Print**.
3. From the **Share and Print window**, tap the **Copy to WebDAV** option.
4. When the **WebDAV Sign In window** appears, enter the server address (web address or URL), your user name, and password into the appropriate fields.
5. Tap **Sign In** in the upper-right corner of the window.

After you’ve signed in to a WebDAV server, you can copy documents to and from the server without signing in again (see the instructions below for details). You’ll remain signed in to the server until you tap Sign Out in the upper-right corner of this same window.   
  
You can sign in to a different WebDAV server by signing out of the current server and linking to another one.

**Copy a document to a WebDAV server:**

1. Open the document you want sent to your WebDAV server, then tap the **Tools** icon in the toolbar.
2. Tap **Share and Print,** then tap **Copy to WebDAV.**
3. Tap the document format you want to export to: iWork for iOS document, Microsoft Office, or PDF.
4. In the list of folders, tap the one in which you want to save the document. Tap **Copy** in the upper-right corner of the window.

**Copy a document from a WebDAV server:**

1. With all your iWork for iOS documents closed, click the "**+"** icon at the top left of the display.
2. If necessary, navigate to the document you want to copy by tapping the folder in which it’s located. If no files or folders are listed, the server is empty.
3. Tap the name of the document you want to copy. The document downloads and opens in your iWork for iOS app.

**Using OwnCloud from any computer**

1. Open any web browser (Explorer, Firefox, Chrome, etc.).
2. Type the server address (see above) into the web address space in the browser.
3. Enter your username and password.
4. You can now manage your OwnCloud space by moving files, creating folders, renaming files, etc.

**Using OwnCloud from WebDAV Nav on iPad**

1. Open WebDAV Nav app on the ipad.
2. Tap the “+” icon in the top right corner of the display.
3. Enter a name for the server, the server address, username, and password.
4. Tap on “Save” in the top right corner of the display.
5. Tap on “Done” in the top left corner of the display.
6. Tap on the server name that you entered. This will now connect you to your space (share) on the server.
7. From here you can manage your documents. You can Delete, Rename, Copy, Open with…, Download, etc.